



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

Engineering Technician

DEFINITION

Under direct supervision, performs a variety of technical paraprofessional and support related activities in the Public Works Department; maintains project files and Engineering records; conducts field surveys; prepares engineering related exhibits using specialized software and maintain related databases; receives and reviews a variety of City permits for completeness; researches engineering topics and prepares reports; performs engineering calculations; provides technical information to the public; and performs a variety of technical tasks related to an assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This classification performs a variety of civil engineering tasks and duties in support of the Public Works Department which requires the application of fundamental engineering skills and knowledge. Work is performed under direct supervision of the Director of Public Works/City Engineer and/or Principal Engineer. Positions at this level receive instruction/assistance as new or unusual situations arise. Incumbents perform a wide range of technical civil engineering work on assigned projects/tasks. Work is reviewed for completeness, accuracy and conformance with City standards and policies. No direct supervision of staff is exercised. This class is distinguished from the professional engineering series in that the latter is a professional level exercising independent judgment and requiring completion of a 4 year degree and P.E. certification.

ESSENTIAL DUTIES

The essential duties of this classification include, but are not limited to, the following:

- Assists in the preparation/distribution of engineering plans and specifications; coordinate required advertising for bids, review construction bids, and make recommendations based on review of bids, competency of vendors and selection criteria.
- Assists in the review of private development plans for compliance with codes regulations and standards; assess adequacy of applications for

permits, determines completeness of submittal and recommends conditions of approval.

- Performs basic design and drafting duties in connection with streets, storm drains, traffic engineering and other projects.
- Reviews applications for encroachment, grading, utility and other Public Works related permits and may issue routine permits such as grading and film permits.
- Researches and provides technical assistance and information to the public and responds to inquiries from contractors, developers, property owners, staff and general public.
- Creates engineering exhibits using specialized software; organizes, compiles and maintains computer databases.
- Organizes, maintains and updates Department records, tracking lists, permit records and engineering plans.
- Calculate the amount of surety, fees, and deposits necessary to issue related development permits, process/maintain bonds for acceptance/release, and track deposit amounts.
- Researches engineering records on a variety of topics, such as right of way, easements, and property ownership.
- Assists in the preparation of plans, specifications, and estimates pertaining to the construction, maintenance, operation of a variety of engineering, land development and capital improvement projects.
- Perform basic design and drafting duties in connection with streets, storm drains, utilities and other projects; prepare exhibits using computer aided design software.
- Assists in identifying grant opportunities, preparing grant applications, and tracking compliance with grant requirements.
- Participate in preparation of the Capital Improvement Program.
- Assists in contacting, negotiating, and obtaining temporary construction easements from property owners for public works construction projects.

- Assist in interagency coordination such as securing encroachment permits from other agencies.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Civil Engineering principles and practices in a municipal setting.
- Basic design and construction practices of streets, underground facilities and related public works infrastructure.
- Drafting, surveying techniques and practices.
- Engineering plans, maps, legal descriptions, title reports, local codes and ordinances.
- Engineering symbols and terminology.
- Engineering mathematics, geometry and trigonometry.
- Some knowledge of Caltrans Traffic and Design manuals, the MUTCD, and Watch handbook.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of record keeping.
- Modern office procedure methods and computer equipment including personal hardware/software (Word, Excel, Access, etc., AutoCAD, and other specialized engineering software.

- Technical report writing practices/procedures.
- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors, and City staff.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Prepare a variety of plans, specifications, maps, cost estimates, and technical engineering reports.
- Read, interpret, understand and prepare engineering plans, specifications and subdivision maps.
- Prepare and update maps and engineering documents related to City infrastructure.
- Organize, file and maintain Engineering records.
- Perform responsible technical engineering support work with accuracy with established timeframes.
- Make and record accurate field engineering observations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Organize and prioritize tasks to meet deadlines.
- Accurately perform moderately complex mathematical calculations.
- Communicate clearly and concisely, both oral, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of duty.
- Use tact, initiative, and appropriate judgment within established policy, procedural and legal guidelines.

- Follow oral and written instructions.
- Communicate complex technical information, orally, and in writing to contractors, developers, property owners, employees, consultants, other government agency representatives, City officials and the general public.
- Operate a personal computer, use productivity and specialized engineering software, including spreadsheets, GIS and AutoCAD.

Training and Experience:

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Completion of AA (60 semester units) from an accredited college/university with a major in Civil Engineering or closely related field (Drafting, Surveying, Mathematics).

At least two years related experience in Civil Engineering in a municipal setting or an equivalent combination of training/experience.

Possession of a valid California drivers' license and an acceptable driving record.

Possession of certificate as an EIT is desirable.

Physical Standards:

Physical & Sensory Elements: The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas, walking between work areas and traveling to offsite work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

Environmental Elements: Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employee will be required to travel to project locations in the field to inspect construction sites and potential project or maintenance sites to interact with the public, to observe engineering related concerns. Exposure to moving mechanical parts, noise, traffic, fumes, weather (sun, rain, etc) and airborne particles in the field will occasionally occur. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

Tools and Equipment:

Personal computer, including word processing, spreadsheet, electronic calendar, power point software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary. Engineering field equipment including but not limited to camera, video camera, tape measures, pavement marking tools, handheld speed sensors and vehicle/pedestrian counters.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and may include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)

FLSA Status: **Non-Exempt**

At Will Status: **Employment can be terminated with or without cause or notice at any time by either City or employee.**

City Council Adoption Date: **February 12, 2014**